

**AUTOMOTIVE POOL ATTENDANT I  
OPEN EXAMINATION - SPOT: SACRAMENTO**

**STATE OF CALIFORNIA  
DEPARTMENT OF GENERAL SERVICES**

**SALARY RANGE: \$2,534 - 2,884  
FILE-IN-PERSON DATE: October 19, 2012  
WRITTEN TEST DATE: December 10, 2012 \***



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**WHO MAY APPLY** This is an OPEN SPOT Sacramento examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

**HOW TO APPLY** **APPLICATIONS (STD. 678) ARE AVAILABLE UPON REQUEST OR VIA THE INTERNET AT <http://jobs.ca.gov/pdf/std678.pdf> AND MUST BE FILED-IN-PERSON. FAXED AND/OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. RESUMES ALONE WILL NOT BE ACCEPTED. APPLICATIONS POSTMARKED, OR RECEIVED VIA INTEROFFICE MAIL WILL NOT BE ACCEPTED FOR ANY REASONS. APPLICATIONS (STD 678) WILL ONLY BE ACCEPTED ON OCTOBER 19<sup>TH</sup>, 2012, BETWEEN THE HOURS OF 8:00 A.M. AND 5:00 P.M. AT:**

**STATE OF CALIFORNIA  
DEPARTMENT OF GENERAL SERVICES  
1416 10<sup>TH</sup> STREET  
SACRAMENTO, CA 95814**

**NOTE:** Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination, including the File-In-Person event on October 19, 2012. Candidates are encouraged to complete their applications prior to arriving at the File-In-Person location.

**Questions** If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, **Dana Porter, Exam Analyst at (916) 376-5442.**

**SPECIAL TESTING ARRANGEMENTS** If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION** Applicants must meet the experience/education requirements by the written test date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**NOTE:** Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

**MINIMUM QUALIFICATIONS** **Either I**  
One year of experience in the California state service performing the duties of a Service Assistant (Automotive).  
**Or II**  
**Either:**  
Experience: One year of experience in delivery service motor vehicle operation, or garage, service station, or parking lot work. **or**  
Education: Equivalent to completion of the twelfth grade.

**ADDITIONAL REQUIREMENTS** Require possession of a California driver's license valid for the operation of any two-axle vehicle, except a bus designed to carry more than 15 passengers, and such vehicle towing another vehicle weighing less than 6,000 pounds gross.

**THE POSITION** This is the lower working level of the series. Employees at this level perform the moving, parking, and servicing of vehicles. They also clean the garage area and equipment. Positions exist in Sacramento only.

**SEE REVERSE FOR ADDITIONAL INFORMATION**

**AUTOMOTIVE POOL ATTENDANT I QN60/6898 FILE-IN-PERSON DATE: 10/19/12**

DEPARTMENT OF GENERAL SERVICES ❖ OFFICE OF HUMAN RESOURCES  
MAILING ADDRESS: P.O. BOX 989052 ❖ WEST SACRAMENTO, CA 95798-9052 ❖ (916) 376-5400  
STREET ADDRESS: 707 THIRD STREET, 7<sup>TH</sup> FLOOR ❖ WEST SACRAMENTO, CA 95805  
California Relay (Telephone) Service for the Deaf/Hearing Impaired: From TDD 1-800-735-2929, From Voice 1-800-735-2922

**\*Written test date subject to change.**

**EXAMINATION  
INFORMATION****WRITTEN EXAMINATION – WEIGHTED 100%**

This examination will consist of a Written Examination, weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN WILL BE DISQUALIFIED FROM THE EXAMINATION. The written exam will be held on December 10, 2012 in Sacramento only.**

**SCOPE**

Candidates should be prepared to answer questions related to the following areas (please see Knowledge and Abilities below):

**A. Ability to:**

1. Do simple clerical work.
2. Follow oral and written directions.
3. Read and write English at the level required for successful job performance.
4. Drive all makes of cars.

**ELIGIBLE LIST  
INFORMATION**

An OPEN-SPOT SACRAMENTO eligible list will be established for the Department of General Services. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS'  
PREFERENCE**

Veterans' Preference Credit will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

**If a candidate's notice of oral interview** or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

**Applications are available** at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://jobs.ca.gov/pdf/std678.pdf>

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of General Services** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

**Veterans' Preference:** If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.** Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

**High School Equivalence:** Equivalent to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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**STREET ADDRESS: 707 Third Street, 7<sup>TH</sup> Floor** ✦ **West Sacramento, CA 95605**

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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